

**SAEWA Executive Committee Meeting: Friday, December 11, 2015**  
**Conference Dial-in Number: [+1 888 299 2873](tel:+18882992873) Participant Access Code: 746-230-205**

Executive Committee Members: 4 Absent: 0 Total: 4	<b>Kim Craig</b> <b>Chair</b> Town of Coaldale	<b>Paul Ryan, Vice-Chair</b> MD of Bighorn
	<b>Ben Armstrong</b> Wheatland County	<b>Val Warnock</b> Town of Trochu
<b>Agenda Item #</b>		
Also Present: Sherry Poole – SAEWA Manager		
<u>Item 1:</u> Call to Order: 10:04am	CHAIR Craig called the meeting to order at 10:04 am	
<u>Item 2:</u> <b>MTN E2015-12-01</b>	MOTION BY MEMBER Armstrong to accept the 2015-12-11 agenda with recommended amendments as follows:  5.5 Jubilee Insurance Policy 2016 Premium Invoice  <p align="right">CARRIED ALL</p>	
<u>Item 3:</u> <b>MTN E2015-12-02</b>	MOTION BY MEMBER Warnock to accept the 2015-11-13 Executive Meeting Minutes.  <p align="right">CARRIED ALL</p>	
<u>Item 4:</u> Old Business Items <b>For Information</b>	Old Business Items:  4.1 Administration reported FCM provided email acknowledging receipt of SAEWA funding application 2015-12-08, also notifying of a 120 day review period.  4.2 Activity Log update provided for items up to and included 2015-12-11.  4.3 Administration confirmed that the Q3 Briefing Notes distribution was submitted on 2015-12-06 to 07 along with 2016 Member Invoices.  4.4 Administration reported that the website design has been completed by Box Clever and that the data uploads have begun with potential completion in the next couple weeks.  <p align="right">ABOVE ITEMS RECEIVED FOR INFORMATION</p>	
<b>MTN E2015-12-03</b>	4.5 MOTION BY MEMBER Armstrong authorizing administration to put forward request to HDR to streamline invoicing to improve billing reconciliation process; with additional request for Invoice #248942 received 2015-12-04 to be broken out according to applicable funds and corresponding projects that fall under funding governance.  <p align="right">CARRIED ALL</p>	

<p><u>Item 5:</u> New Business Items <b>MTN E2015-12-04</b></p>	<p>New Business items:</p> <p>5.1 Administration reported feedback from December 1<sup>st</sup> HDR tele-conference held with field event coordinators in discussion of waste stream survey results and priority areas identified for carrying out waste stream audit analysis based on those results; administration is instructed to contact Paul Vander Wuf directly after the meeting to confirm schedule of field events, determine if any in progress and if not to ask to receive in writing what is required to expedite; as per comment relayed by the executive, “time is of the essence that cannot afford further delays that will potentially impact budget, or schedule”.</p> <p style="text-align: right;">FOLLOW-UP ACTION REQUIRED</p> <p>5.2 Administration reports that an invoice for reimbursement of ACP funding is being generated to the Town of Coaldale.</p> <p style="text-align: right;">FOLLOW UP ACTION REQUIRED</p> <p>5.3 MOTION BY MEMBER Ryan to direct administration to commence Audit 2016 proceedings with KPMG and to track progress on action log.</p> <p style="text-align: right;">FOLLOW UP ACTION REQUIRED</p> <p>5.4 The AGM 2016 date is to be diarized on the action log to track deliverables against, that are required to be completed prior to scheduling an official date.</p> <p style="text-align: right;">FOLLOW UP ACTION REQUIRED</p> <p>5.5 Jubilee Insurance Annual Premium for 2016 received for information and approved for payment as an annual operational cost.</p> <p style="text-align: right;">APPROVED</p> <p>5.4 Administration asked the Executive if they approved submitting 2016 invoices for year end and it was determined that they should be submitted along with delivery of Final Quarter Briefing Summary.</p> <p style="text-align: right;">FOLLOW UP REQUIRED</p> <p>5.5 Member Ryan and Member Armstrong will be trying to coordinate meeting with the Minister of Infrastructure at the AAMDC conference.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><u>ITEM #6:</u> For Information <b>MTN 2015-12-05</b></p>	<p>6.1 MOTION BY MEMBER Warnock to approve payment of Box Clever Invoices #1714 and #1715 as received; administration provided confirmation that invoice costs are in line with the Board approved website contract award budget.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><b>Adjournment</b> <b>MTN E2015-12-06</b> <b>12:00 pm</b></p>	<p>MOVED BY MEMBER Ryan That the executive meeting be adjourned.</p> <p style="text-align: right;">CARRIED ALL</p>